Chapter- 9

Working with WordPad

Answer the following questions

1.How will you change font in WordPad?

Ans. Steps to change font in Wordpad-

1.select the text

2. click on font drop down arrow in the group on the home tab.

3. select the desired font from the list and observe the change.

2.How will you apply bold effects to the text?

Ans. Steps to apply bold effect to the text-

1. Select the text
2. Click on bold button on the home tab
3. The text will become thicker than the ordinary text.

3. What do you mean by alignment?

Ans. Alignment refers to the positioning of the text from the margin on a page.

4. How will you create a bulleted list?

Ans. 1. Select the start list button in the paragraph on the home tab.

 2. The bulleted list will be displayed.

3. Select any one style.

4. The selected text will appear with bullets.